

## LPA Certification Training Schedule

Time	Description
7:30am	Registration Opens
8:00am	Introduction
8:20am	Project Administration
8:45am	Consultant Selection
9:20am	Break
9:30am	Engineering Study
10:30am	Break
10:40am	Preliminary Design
11:50am	Lunch / Round Table
12:50pm	Final Design / PS&E
1:50pm	Break
2:00pm	Bidding / OIG
2:30pm	Construction Part #1
3:15pm	Break
3:25pm	Construction Part #2
4:10pm	Project Ending
4:25pm	Closing Remarks

### TRAINING DATES

LPA CERTIFICATE TRAINING WILL BE HELD  
ON THE FOLLOWING DATES AT THE  
DEPARTMENT OF TRANSPORTATION IN  
ROOM 114.

APRIL 16, 2015  
APRIL 23, 2015  
MAY 19, 2015  
MAY 27, 2015  
OCTOBER 22, 2015  
OCTOBER 29, 2015

## REGISTRATION FORM

The following information will be used for both  
registration as well as certificate information. Please  
PRINT and fill out all of the requested information.

Re-Certification ☐ Certification  
Number: \_\_\_\_\_

New Certification ☐

Name: \_\_\_\_\_

Prof. Title: \_\_\_\_\_

Organization: \_\_\_\_\_

State ☐ Municipal ☐ Consultant ☐

Other: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Home: ☐ Work: ☐

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### **Register me in the following session:**

- |   |   |
|---|---|
| <input type="checkbox"/> April 16, 2015 | <input type="checkbox"/> May 27, 2015     |
| <input type="checkbox"/> April 23, 2015 | <input type="checkbox"/> October 22, 2015 |
| <input type="checkbox"/> May 19, 2015   | <input type="checkbox"/> October 29, 2015 |

Electronic version can be downloaded at the link below:

<http://www.nh.gov/dot/org/projectdevelopment/planning/lpa.htm>

(For electronic version save pdf and email to:

[Bureau46@dot.state.nh.us](mailto:Bureau46@dot.state.nh.us)

If you have a disability and need accommodations to  
participate in this training, please call 603-271-2108 or email:

[Bureau46@dot.state.nh.us](mailto:Bureau46@dot.state.nh.us)



## LOCAL PUBLIC AGENCY (LPA) 2015 TRAINING AND CERTIFICATION PROCESS



BUREAU OF PLANNING &  
COMMUNITY ASSISTANCE

7 HAZEN DRIVE (PO BOX 483)  
CONCORD NH 03302-0483  
PHONE: 603-271-3344  
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## FEDERALLY-FUNDED LOCAL PUBLIC AGENCY (LPA) TRAINING AND CERTIFICATION PROCESS

### History of the LPA Certification Process

In 2011, the NHDOT Bureau of Planning & Community Assistance began a comprehensive re-write of the TE/CMAQ Manual that was used to manage federally funded locally-managed projects. The new Local Public Agency (LPA) Manual was released for public comment in November of 2011 and is now being used on all federally funded, locally-managed projects.

In conjunction with the LPA Manual, the Bureau developed LPA Certification training. This mandatory training taught the steps and procedures listed in the LPA Manual that a project sponsor and consultant are required to follow when implementing a project. This training was 2 full days with 1½ days spent on the LPA Manual and ½ day on labor compliance issues.

Starting in 2015, the department has revised the LPA Certification training. The new Certification training will be one full day of LPA topics and will follow the implementation of a project from inception to final inspection using the information found in the LPA Manual. Labor Compliance will be a separate ½ day training requirement, and a Labor Compliance Certificate will be mandatory to be fully certified for construction. In total, an LPA certified person will need 1½ days of training to oversee a project from inception through design and then construction.

### LPA Certification

All federally funded locally-managed projects in NH require the LPA sponsor, consultant and construction engineer who are in responsible charge of the project be LPA Certified. The LPA Certificate is issued to the individual who attends the training and goes with the individual. It is not issued to the municipality or consultant company. The Certificate is valid for 3 years from the date of issue. To earn the LPA Certificate the individual needs to attend the entire day of LPA Training. Attendance is taken in both the morning and afternoon to assure compliance. There is no charge for the training. To apply fill out the registration form attached to this flyer. You can either mail it, fax it, or scan and email it to the Bureau.



### Current LPA Certificate Holders

If you currently have a valid LPA Certificate it will still be valid until the expiration date. If you have a spring expiration date you have until June 30<sup>th</sup> of that year to obtain a new certificate. If you have a fall expiration date you have until December 31<sup>st</sup> of that year to obtain a new certificate. IMPORTANT: If you currently hold a Day 1 only certificate or a Day 2 only certificate those will no longer be issued. Anyone who wishes to get re-certified will need to attend our newly revised 1 full day of training and ½ day of Labor Compliance Training.

### Separate Labor Compliance Certificate (LCC) Requirement

Anyone taking the new LPA training will be issued an LPA Certificate and will be allowed to work on federally funded locally-managed projects up to end of the Design Process. For the project to continue to advertising for construction bids, all persons in responsible charge: LPA Sponsor, consultant and construction engineer will need to obtain a Labor Compliance Certificate (LCC). Labor Compliance training will be done by the Office of Federal Compliance and they will issue Certificates valid for 2 years. Please go to the following website for the Labor Compliance Certification Process and Training information:

<http://www.nh.gov/dot/org/administration/ofc/index.htm>



### LPA REGISTRATION INFORMATION

Return registration form using any of the following methods:

Mail: NHDOT Bureau of Planning & Community Assistance  
7 Hazen Drive, Concord, NH 03302-0483  
Fax: 271-8093  
Scan & email to: [Bureau46@dot.state.nh.us](mailto:Bureau46@dot.state.nh.us)